



M. JODI RELL
GOVERNOR

STATE OF CONNECTICUT
EXECUTIVE CHAMBERS

To Agency Heads:

Executive Directive #3

In light of the continuing fiscal difficulties facing the State of Connecticut, I am sending this directive to further curtail agency spending and to ensure that the spending we do is limited to goods and services that are absolutely and immediately essential to core operations.

Effective immediately, state agencies are to:

- (1) Cease printing all brochures, leaflets, annual reports and similar communications or informational materials, unless such materials are required to fulfill a federal or state mandate. This directive includes all printing, whether ordered from outside vendors or accomplished with agency or state resources.
- (2) Cease printing all agency business cards and letterhead.
- (3) Use paperless processes whenever possible.

* State agencies should electronically publish or use the internet to make information or documents available to clients, customers, the public, and others, to the extent permitted by federal or state law and as reasonably practicable.

* State agencies and employees should attempt to communicate electronically to the extent permitted by federal or state law and as reasonably practicable. Employees should not send hard-copy letters or other documents if it is possible and legally permissible to send such letters and documents electronically. If necessary, please familiarize yourselves with the Connecticut Uniform Electronic Transactions Act, Conn. Gen. Stat. Sections 1-266 through 1-286, which facilitates the use of electronic transactions.

Your continued cooperation with these cost saving measures in these difficult financial times is greatly appreciated.